

## **Regulation 9056 Public Safety Dispatcher Selection Requirements**

**§ 9056 (a)** The purpose of these regulations is to set forth the minimum public safety dispatcher selection standards as authorized by [California Penal Code Section 13510\(c\)](#). Public safety dispatcher training requirements are addressed separately in [Commission Regulation 1018\(d\)](#).

(1) Every department and/or independent communications agency (hereinafter referred to as “department”) that participates in the POST Public Safety Dispatcher Program shall ensure that every “*public safety dispatcher candidate*” as defined in subsection 9056(b) satisfies all minimum selection requirements specified in the following regulations:

- [Verbal, Reasoning, Memory, and Perceptual Abilities Assessment \(Regulation 9057\)](#)
- [Oral Communication Assessment \(Regulation 9058\)](#)
- [Background Investigation \(Regulation 9059\)](#)
- [Medical Evaluation \(Regulation 9060\)](#)

(2) All requirements specified in these regulations shall be satisfied **prior to the date of appointment** as a public safety dispatcher.

### **§ 9056 (b) Public Safety Dispatcher Candidate Definition**

For purposes of this regulation, a “*public safety dispatcher candidate*” is any individual who applies for a full-time or part-time position that involves receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel. This includes any individual who:

- (1) Applies for a public safety dispatcher position with a POST-participating department regardless of the individual's prior public safety dispatcher experience, or
- (2) Is being reappointed as a public safety dispatcher after a separation from the same POST-participating department. A separation occurs upon the department's submittal to POST of a Notice of Appointment/Termination (NOAT) indicating that the individual has been terminated; conversely, a reappointment occurs upon the department's submittal to POST of an NOAT indicating a new appointment.
- (3) Applies for a public safety dispatcher position with a different POST-participating department within the same city, county or district.

### **§ 9056 (c) Exception**

- (1) The department has the discretion to impose any or all of these selection requirements for a public safety dispatcher who is employed by an agency that, through reorganization, is absorbed by another agency within the same city, county or district, if documentation is available for inspection that verifies that the candidate was hired in accordance with the POST requirements in effect at the time of hire.
- (2) Peace officers who are assigned to dispatcher duties do not need to meet these selection requirements.

### **§ 9056 (d) Adoption of Additional Requirements and/or Higher Standards**

The requirements described herein serve as minimum selection requirements. Per Penal Code § 13510(d), the adoption of more rigorous requirements, higher standards, additional assessments (e.g. psychological examination, detection of deception examination), or more in-depth evaluations than those stated in these regulations is at the discretion of the employing department.

## **Regulation 9057 Public Safety Dispatcher Verbal, Reasoning, Memory, and Perceptual Abilities Assessment**

**§ 9057 (a)** Every public safety dispatcher candidate shall demonstrate verbal, reasoning, memory, and perceptual abilities at levels necessary to perform the job. Satisfactory completion of this requirement may occur at any time prior to appointment, and shall be demonstrated by one of the following:

(1) Completion of the POST Entry-Level Dispatcher Selection Test Battery or alternative job-related tests of these abilities, administered by either the hiring department or another entity, with a score deemed acceptable by the hiring department. All tests must include assessments of the following:

(A) **Verbal.** This ability includes written and oral comprehension (the ability to read passages and listen to orally-imparted information and retrieve facts, draw conclusions, and derive meaning); and written expression (the ability to use language to convey information clearly in writing).

(B) **Reasoning.** This ability includes at least one of the following:

1. Deductive reasoning - the ability to apply general rules to specific problems to attain logical answers, or
2. Information ordering - the ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order.

(C) **Memory.** This ability includes the capacity to store and retrieve facts, details, and other information.

(D) **Perceptual.** This ability includes speed and accuracy (the ability to quickly and accurately compare letters and numbers presented orally and in written form); and time sharing (the ability to shift back and forth between two or more sources of information, both written and orally-imparted, in performing a task or set of tasks).

(2) Proof of possession of a valid California POST Public Safety Dispatcher Basic Certificate.

(3) Proof of successful completion of the POST-certified Public Safety Dispatcher Basic Course (80 hours minimum) and completion of probation as a public safety dispatcher during previous employment.

**§ 9057 (b)** A department that uses the POST Entry-Level Dispatcher Selection Test Battery must have a current Test Use and Security Agreement, herein incorporated by reference, on file with POST.

## **Regulation 9058 Public Safety Dispatcher Oral Communication Assessment**

**§ 9058 (a)** Every public safety dispatcher candidate shall participate in an oral interview or other measure of oral communication abilities to determine suitability for public safety dispatcher service. The oral communication assessment shall be made prior to a conditional offer of employment (COE).

## **Regulation 9059 Public Safety Dispatcher Background Investigation**

### **§ 9059 (a) Requirement**

Every public safety dispatcher candidate shall be the subject of a thorough background investigation in order to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties.

### **§ 9059 (b) Background Investigation Evaluation Criteria**

The POST document<sup>a</sup>, [\*Background Investigation Manual: Guidelines for the Investigator \(2006\)\*](#) provides assistance in conducting background investigations. The use of the manual is discretionary; however, the POST Background Investigation Dimensions described in the manual (i.e., Integrity, Impulse Control/Attention to Safety, Substance Abuse and Other Risk-Taking Behavior, Stress Tolerance, Confronting and Overcoming Problems, Obstacles, and

Adversity, Conscientiousness, Interpersonal Skills, Decision-Making and Judgment, Learning Ability, and Communication Skills) shall be considered in the conduct of every public safety dispatcher background investigation.

#### **§ 9059 (c) Personal History Statements**

Every public safety dispatcher candidate shall complete, sign, and date a [POST Personal History Statement – Public Safety Dispatcher, POST 2-255](#) or an alternative form at the beginning the background investigation. If using an alternative personal history statement, it shall include inquiries related to the following areas of investigation: personal identifying information, relatives and references contact information, education history, residence history, experience and employment history, military history, financial history, legal history, driving history, and other topics related to moral character.

#### **§ 9059 (d) Collection of Background Information: Pre and Post Conditional Offer of Employment (COE).**

- (1) **Pre-Offer.** The background investigation shall be conducted prior to a COE, except as noted in 9059(d)(2) below. At the pre-offer stage, no inquiries shall be made that are deemed medical or otherwise prohibited by the federal Americans with Disabilities Act (ADA) or the California Fair Employment and Housing Act (FEHA). Any such information volunteered by or about the candidate prior to a COE should be forwarded to those conducting the medical evaluation (and/or psychological evaluation, if administered) as, and when, appropriate.
- (2) **Post-Offer.** Background information that cannot be legally or practicably obtained prior to a COE may be acquired and evaluated after a COE has been made to determine candidate suitability. At the post-offer stage, background investigators, examining physicians, and others involved in the hiring decision shall work cooperatively to ensure that each has the information necessary to conduct their respective investigations and/or assessments of the candidate.

#### **§ 9059 (e) Areas of Investigation**

##### **(1) Employment Eligibility**

- (A) Every public safety dispatcher candidate shall be legally eligible for employment in the United States.
- (B) Proof of employment eligibility shall consist of an official government-issued U.S. birth certificate, naturalization documentation, U.S. passport, current permanent resident alien card, or other documentation deemed acceptable by POST. The document shall be an original, a certified copy, or a copy that includes a notation by the investigator that the original or certified copy was reviewed.

##### **(2) Criminal Record Checks - Local, State, and National**

Every public safety dispatcher candidate shall be the subject of a criminal record search at local, state, and national levels.

- (A) **Local searches** shall include inquiries with local law enforcement agencies where the individual has lived, worked, attended school, or frequently visited.

Proof of **local searches** shall be documented by a letter or other written documentation from each agency contacted. If a contacted agency does not provide written documentation, the request for information shall be noted.

- (B) A **state search** shall include forwarding the candidate's fingerprints to the California Department of Justice (DOJ) to obtain criminal record results.

Proof of a **state search** shall be documentation issued by the DOJ consisting of an official clearance return. The authorization shall be relevant to the public safety dispatcher position and shall have been generated no more than one year prior to the date of appointment.

(C) A **national search** shall include forwarding the candidate's fingerprints to the Federal Bureau of Investigation (FBI).

Proof of a **national search** shall consist of an official clearance from the FBI. The clearance shall be relevant to the public safety dispatcher position and shall have been generated no more than one year prior to the date of appointment.

**(3) Driving Record Check**

(A) Every public safety dispatcher candidate's driving history, if any, shall be checked to determine the candidate's driving record and adherence to the law.

(B) Proof of the driving history check shall consist of a written driving record history from the Department of Motor Vehicles or other official driving record. The record shall be dated no more than one year prior to the date of appointment.

**(4) Education Verification**

(A) Every public safety dispatcher candidate's educational history shall be investigated to verify the information provided on the Personal History Statement and as a measure of conscientiousness, learning ability, and other aspects of character.

(B) Proof shall consist of an official transcript or other means of verifying educational history deemed acceptable by POST. The document shall be an original, a certified copy, or a copy that includes a notation by the investigator that the original or certified copy was reviewed.

**(5) Employment History Checks**

(A) Every public safety dispatcher candidate shall be the subject of employment history checks through contact with all past and current employers over the period of the past ten years, as listed on the Personal History Statement.

(B) Proof of the employment history check shall be documented by a written account of the information provided and source of that information for each place of employment contacted. All information requests shall be documented.

**(6) Relatives/Personal References Checks**

(A) Every public safety dispatcher candidate shall be the subject of reference checks through contacts and interviews with relatives, including former spouses, and personal references listed on the Personal History Statement. Additional references, provided by the initial contacts, shall also be contacted and interviewed to determine whether the applicant has exhibited behavior incompatible with the position sought. Agencies shall collect and review sufficient information to determine candidate suitability.

(B) Proof of reference checks shall be documented by written information showing that relatives and personal references identified by the candidate were interviewed. Documentation shall include the identity of each individual contacted, the contact's relationship to the candidate, and an account of the information provided by the contact. All requests for information shall be documented.

**(7) Dissolution of Marriage Check**

(A) Every public safety dispatcher candidate who indicates one or more marriage dissolutions on the Personal History Statement shall have his/her court issued dissolution documents and legal separation decrees reviewed as an indication of personal integrity, financial responsibility, and other relevant aspects of candidate suitability.

(B) Proof of the dissolution/separation of marriage check shall be documented by a copy of all final court-issued dissolution documents and legal separation decrees.

**(8) Neighborhood Checks**

(A) Every public safety dispatcher candidate shall be the subject of contacts and interviews with current and, where practicable, previous neighbors to determine whether the candidate has exhibited behavior incompatible with the position sought.

(B) Proof of neighborhood checks shall be documented by written information showing the identity of each neighbor contacted, the neighbor's relationship to the candidate, and an account of the information provided by the individual. All requests for information shall be documented.

**(9) Military History Check**

(A) When applicable, a candidate shall be required to present proof of selective service registration or military service records.

(B) Proof of a military history check shall consist of written verification of selective service registration, except women or any man born between 4/15/1957 and 12/31/1959, or, for any candidate who indicates military history on the Personal History Statement, an official copy of their DD-214 long form or equivalent documentation of foreign military service, if available.

**(10) Credit Records Check**

(A) Every public safety dispatcher candidate shall be the subject of a credit record search with a bona fide credit reporting agency (e.g., Experian, TransUnion, Equifax) to determine the candidate's credit standing with lenders, as an indication of the candidate's dependability and integrity.

(B) Proof of a credit record check shall be documented by an official credit report returned by one of the bona fide credit reporting agencies. The report shall have been created no more than one year prior to the date of appointment.

**§ 9059 (f) Background Investigation Updates**

**(1) Eligibility**

(A) If a public safety dispatcher was initially investigated in accordance with all current requirements and the results are available for review, a background investigation update, as opposed to a complete new background investigation, may be conducted for either of the following circumstances:

1. The public safety dispatcher candidate is being reappointed after a separation from the same department, or
2. The public safety dispatcher candidate is transferring, without a separation, to a different department; however, the new department is within the same city, county, or district that maintains a centralized personnel and background investigation support division.

**(2) Update Requirements**

(A) A new Personal History Statement (or alternative form) with updated information covering the period from the last Personal History Statement to the current date shall be completed by the public safety dispatcher candidate.

(B) The department shall conduct investigations of all new information reported by the candidate on the new Personal History Statement.

1. For candidates who are being reappointed per Regulation 9059(f)(1)(A)(1), the new background investigation shall cover the period since the candidate separated from the department.

2. For candidates who are transferring, without a separation, to a different department within the same city, county or district per Regulation 9059(f)(1)(A)(2), the new background investigation shall cover the period since the date the previous background investigation was completed.

(C) Any area of investigation for which there is updated information shall be addressed in the updated background investigation. This shall minimally include a new: 1) Local Criminal Record Check, 2) State and National Criminal Check, unless there is written attestation that the candidate was never removed from the department's personnel files or those of the DOJ or FBI, 3) Driving Record Check, and 4) Credit Record Check.

(D) Updated background investigation documentation shall be maintained with the initial background investigation documents.

(E) If the original background investigation was conducted within one year from the date of reappointment, it is not necessary to update criminal record checks, driving record check, or credit check.

#### **§ 9059 (g) Documentation and Reporting**

(1) **Background Narrative Report.** The background investigator shall summarize the background investigation results in a background narrative report that includes sufficient information for the reviewing authority to extend, as appropriate, a conditional offer of employment. The report, along with all supporting documentation obtained during the course of the background investigation, shall be included in the candidate's background investigation file. The supporting documents shall be originals or true, current and accurate copies as attested to by the background investigator. The background investigation file shall be made available during POST compliance inspections.

(2) **Retention.** The background narrative report and supporting documentation shall be retained in the individual's background investigation file for as long as the individual remains in the department's employ. Additional record retention requirements are described in [Government Code § 12946](#).

(3) **Information Access.** The information shall be shared with others involved in the hiring process, such as the screening physicians and psychologists, if it is relevant to their respective evaluations. There is a duty and/or legal obligation to furnish this information to those conducting mandated background investigations of public safety dispatcher candidates on behalf of other public safety dispatcher agencies, except as specifically provided by statute (GC § 6250, LC § 1050, LC § 1054, O'Shea v. General Telephone Co. 193 Cal. App 3d 1040). This information shall only be utilized for investigative leads and the information shall be independently verified by the acquiring department to determine the suitability of the public safety dispatcher candidate.

#### **Regulation 9060 Public Safety Dispatcher Medical Evaluation**

##### **§ 9060 (a) Evaluator Requirements**

Every public safety dispatcher candidate shall be evaluated by a licensed physician to determine if the candidate is free from any physical (i.e., medical) condition that might adversely affect the ability to perform the duties of a public safety dispatcher. The physician shall act as an agent of the employer and conduct the evaluation on behalf of and for the benefit of the employing department.

#### **§ 9060 (b) Timing of the Medical Evaluation**

The medical evaluation shall commence only after the department has extended a conditional offer of employment to the public safety dispatcher candidate. The medical evaluation must be completed within one year prior to date of appointment. A candidate reappointed to the same department after a separation must undergo a new medical evaluation, unless the previous evaluation occurred within one year prior to the date of reappointment.

#### **§ 9060 (c) Medical Screening Procedures and Evaluation Criteria**

The medical screening procedures and evaluation criteria used in the conduct of the medical evaluation shall be based on the public safety dispatcher duties, demands, and working conditions as defined by the department. This information shall be provided to the physician, along with any other information (e.g., risk management considerations) that will allow the physician to make a medical suitability determination.

#### **§ 9060 (d) Required Sources of Information for the Medical Evaluation**

The department shall ensure that the medical evaluation includes a review by the screening physician of the following sources of information prior to making a determination about the candidate's medical suitability.

- (1) **Job Information.** Job information shall consist of the public safety dispatcher duties, demands, and working conditions provided by the department per Regulation 9060(c).
- (2) **Medical History Statement.** Prior to the medical evaluation, every public safety dispatcher candidate shall complete, sign and date a medical history questionnaire which includes inquiries about past and current medical conditions and procedures, physical symptoms, limitations, restrictions, and the use of medications and drugs.
- (3) **Medical Records.** Medical records shall be obtained from the candidate's treating physician or other relevant health professional, if clinically indicated and practicable. This information may be provided directly to the screening physician by the candidate, or, with written authorization from the candidate ([California Civil Code § 56.20](#)), may be obtained directly from the health professional.

#### **§ 9060 (e) Medical Evaluation Report**

- (1) The evaluating physician shall submit a medical evaluation report to the department that shall include the following information:
  - (A) The evaluating physician's contact information and medical license number,
  - (B) The candidate's name,
  - (C) The date the evaluation was completed, and
  - (D) A statement, signed by the physician, affirming that the candidate was evaluated in accordance with Commission Regulation 9060. The statement shall include a determination of the candidate's medical suitability for performing as a public safety dispatcher.
- (2) The department shall maintain the medical evaluation report in the candidate's background investigation file; the report shall be available to POST during compliance inspections.
- (3) Any additional information reported by the physician to the department shall be limited to that which is necessary and appropriate, such as the candidate's job-relevant functional limitations, reasonable accommodation requirements, and potential risks posed by detected medical conditions. All information deemed medical in nature shall be maintained as a confidential medical record, separate from the background investigation file.

(4) Information from the medical evaluation may be provided to others involved in the hiring process, if it is relevant to their respective determinations of candidate suitability.

**§ 9060 (f) Second Opinions**

A candidate who is found medically unsuitable has the right to submit an independent evaluation for consideration before a final determination of disqualification is made [2 CCR § 7294.0(d)(2)]. When a candidate notifies the department that s/he is seeking an independent opinion, the department shall make available the public safety dispatcher duties, demands, and working conditions and the medical screening requirements specified in Commission Regulation 9060. Other information, such as specific procedures or findings from the initial evaluation, may be shared with the second-opinion evaluator at the discretion of the department. The means for resolving discrepancies in evaluations is at the discretion of the department, consistent with local personnel policies and/or rules.

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<sup>a</sup> All POST documents and forms mentioned in these requirements are available on the POST website ([www.post.ca.gov](http://www.post.ca.gov)).



## **1018. Public Safety Dispatcher Programs.**

- (a) **The Commission shall establish a Public Safety Dispatcher Program** for the purpose of raising the level of competence of public safety dispatchers having primary responsibility for providing dispatching services for local law enforcement agencies listed in subsection (a) of Penal Code section 13510.

Public Safety Dispatcher is defined in regulation 1001. Consistent with that definition, selection and training requirements set forth below apply to all persons employed, full-time or part-time, by the participating agency to duties including receiving emergency calls for law enforcement service and/or the dispatching of law enforcement personnel. The selection and training requirements do not apply to persons employed as peace officers assigned to the above-described duties.

- (b) **Specialized Public Safety Dispatcher Program.**

Any public jurisdiction or agency, other than those described in Penal Code section 13510(a), which employs public safety dispatchers whose primary responsibility is providing dispatch services for law enforcement personnel, may participate in the Specialized Public Safety Dispatcher Program. Such participants shall not be eligible for reimbursement. All rules and procedures, except reimbursement provisions, that apply to the Public Safety Dispatcher Program shall also apply to the Specialized Public Safety Dispatcher Program.

- ~~(c) **Minimum Selection Standards for Public Safety Dispatchers.**~~

~~—Every public safety dispatcher candidate shall be subject to the following requirements:~~

- ~~(1) **Background Investigation:** A thorough background investigation shall be conducted before hire to verify the absence of past behavior indicative of unsuitability to perform public safety dispatcher duties. The background investigation shall be conducted as prescribed in PAM section C-1.~~
- ~~(2) **Medical Examination:** A medical examination shall be conducted before hire to verify the absence of any medical condition that would preclude the safe and efficient performance of dispatcher duties. The department shall retain the signed written verification that the medical examination was conducted by a licensed physician and surgeon, in accordance with this requirement.~~
- ~~(3) **Oral Communications:** Oral communication skills shall be evaluated before hire to assure the presence of skill levels commensurate with the performance of dispatcher duties.~~
- ~~(4) **Verbal, Reasoning, Memory, and Perceptual Abilities Assessment** (as defined in section (A)1-4 below): These abilities shall be evaluated before hire to assure the presence of ability levels commensurate with the performance of dispatcher duties, as measured by the POST Entry Level Dispatcher Selection Test Battery or alternative job-related tests of these abilities.~~

~~(A) —Ability Definitions:~~

- ~~1. Verbal ability includes written and oral comprehension (the ability to read passages and listen to orally imparted information and retrieve facts, draw conclusions, and derive meaning); and written expression (the ability to use language to convey information clearly in writing).~~
- ~~2. Reasoning ability includes at least one of the following: (1) deductive reasoning (the ability to apply general rules to specific problems to attain logical answers); or (2) information ordering (the ability to correctly follow a given rule or set of rules to arrange things or actions in a certain order).~~
- ~~3. Memory ability includes the capacity to store and retrieve facts, details, and other information.~~
- ~~4. Perceptual ability includes speed and accuracy (the ability to quickly and accurately compare letters and numbers presented orally and in written form); and time sharing (the ability to shift back and forth between two or more sources of information, both written and orally imparted, in performing a task or set of tasks).~~

~~(B) Exemption. Any candidate who has: (1) successfully completed the Public Safety Dispatcher's Basic Course or passed the POST Basic Dispatcher Training Equivalency Examination (Commission Procedure F-5), and (2) completed probation as a dispatcher during previous employment shall be exempt from the requirements set forth in section 1018(c) (4).~~

**(d) Minimum Training Standards for Public Safety Dispatchers.**

- (1) Every public safety dispatcher shall satisfactorily complete the POST-certified Public Safety Dispatchers' Basic Course as set forth in PAM, section D-1-5 before or within 12 months after the date of appointment, promotion, reclassification, or transfer to a public safety dispatcher position; or possess the Public Safety Dispatcher Certificate.
- (2) Every public safety dispatcher, and public safety dispatch supervisor, shall also satisfactorily complete the Continuing Professional Training requirement set forth in Regulation 1005 (d).

**(e) Probation Period.**

Every full-time employed public safety dispatcher after hire shall demonstrate competence in the performance of the duties of a public safety dispatcher by satisfactory completion of a probationary period of at least 12 months. Upon entry into the program, departments with a probation period of less than 12 months, when established by ordinance, charter, or memorandum of understanding, shall be granted a waiver of this requirement until a 12-month probation period can be established.

PAM section D-1-5 adopted effective December 29, 1988 and amended December 19, 1994, July 1, 2002, and September 15, 2004, January 1, 2006, and August 26, 2006 is herein incorporated by reference.

The document, *Training Specifications for the Public Safety Dispatchers' Basic Course* adopted effective December 19, 1994 and amended April 23, 1999 and July 1, 2002 is herein incorporated by reference.

(Revised: 03-04-07)

## **Commission Procedure C-1 Background Investigation**

### **Purpose**

- 1-1. Background Investigation:** This Commission Procedure implements the background investigation requirements established in Section 1002(a) ~~and 1018(e)(1)~~ of the Commission Regulations. The purpose of the background investigation is to verify the absence of past behavior indicative of unsuitability to perform the duties of a peace officer ~~or public safety dispatcher~~. The POST *"Background Investigation Manual: Guidelines for the Investigator"* or its equivalent should be followed in conducting an investigation.

### **Procedure**

- 1-2. Background Investigation:** This procedure shall be followed in the pre-employment investigation of each peace officer ~~and/or public safety dispatcher~~ candidate and shall be completed on or before the appointment date.
- 1-3. Completion of Personal History Statement:** The department head shall require the candidate to complete a personal history questionnaire before the onset of the background investigation. The questionnaire shall include the following categories of inquiries:
- (a) **Personal Identifying Information** - to verify the candidate's identity and obtain contact information, to determine that the candidate meets statutory requirements, and to enable fingerprinting and the accurate acquisition of documents required to successfully conduct the background investigation.
  - (b) **Relatives and Other References** - contact information for family members and other persons sufficiently acquainted with the candidate, to assess moral character and other relevant qualifications.
  - (c) **Educational History** - to establish that the candidate meets educational requirements and to assess the ability to master the knowledge and skills required for the position.
  - (d) **Residential History** - to permit local police record inquiries and contacts with those acquainted with the candidate.
  - (e) **Employment History** - to assess past performance as an employee.
  - (f) **Military History** - to assess legal compliance with selective service registration requirements and performance while a member of the armed forces.
  - (g) **Financial History** - to assist in obtaining credit reports and to assess the candidate's ability and willingness to effectively manage financial responsibilities.
  - (h) **Legal History** - to establish legal eligibility for employment and to evaluate past behavior associated with compliance of the law.
  - (i) **Driving History** - to enable acquisition of all official driving records and to assess the ability to safely and lawfully operate a motor vehicle.
  - (j) **Other Topics** as necessary to assess moral character through the evaluation of relevant aspects of the candidate's past behavior.

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The POST Personal History Statement - Peace Officer, [POST 2-251](#), and the ~~Personal History Statement - Public Safety Dispatcher, [POST 2-255](#)~~, are provided to assist agencies in collecting the above information.

- 1-4. Peace Officer Background Investigation:** The investigation for peace officer candidates shall include an inquiry into the following sources of information for the purpose indicated:
- (a) The State Department of Motor Vehicles, Division of Drivers Licenses, - to determine the candidate's driving record and adherence to the law.
  - (b) High school and all higher educational institutions that the candidate attended, - to determine that the candidate has attained a minimum of a high school diploma or its equivalent, as stipulated in Government Code section 1031(e), and to determine the school record and character of the applicant.
  - (c) Appropriate official documents, - to verify birth and age records. In the case of foreign born, appropriate federal or local records.
  - (d) All police files in jurisdictions where the candidate has resided, worked or frequently visited, - to determine if any criminal record exists.
  - (e) Criminal records of the California Department of Justice, including a firearms clearance letter, to establish legal eligibility for employment and possession of a firearm.
  - (f) The Federal Bureau of Investigation records.
  - (g) Previous employers for at least the past 10 years, - to determine the quality of the candidate's work record.
  - (h) Within practical limits, references supplied by the candidate, and other references supplied by the initial references, if any, - to determine whether the candidate has exhibited behavior incompatible with the position sought.
  - (i) The candidate's present neighborhood, and where practicable, neighborhoods where the candidate may have previously resided, - to determine whether the candidate has exhibited behavior incompatible with the position sought.
  - (j) The candidate's credit records, - to determine credit standing with lenders as an indication of the candidate's dependability and integrity.
  - (k) When appropriate, military records in the service of the United States, jurisdictions therein, or foreign government, - to determine the quality of the candidate's service and proof of selective service registration where required by law.
- 1-5. ~~Public Safety Dispatcher Background Investigation:~~** ~~The investigation for public safety dispatcher candidates shall include an inquiry into the following sources of information for the purpose indicated:~~
- ~~(a) The State Department of Motor Vehicles, Division of Drivers Licenses, to determine the candidate's driving record and adherence to law.~~
  - ~~(b) All police files in jurisdictions where the candidate has resided, worked, or frequently visited, to determine if any criminal record exists.~~
  - ~~(c) Criminal records of the California Department of Justice, to establish legal eligibility for employment.~~
  - ~~(d) The Federal Bureau of Investigation records.~~

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- ~~(e) The public safety dispatcher may include an inquiry into the following sources of information for the purpose indicated:~~
- ~~—— (1) High school and all higher educational institutions that the candidate attended, to determine the school record and character of the candidate.~~
  - ~~—— (2) Appropriate official documents to verify eligibility for employment in the United States.~~
  - ~~—— (3) Previous employers within the past 10 years, to determine the quality of the candidate's work record.~~
  - ~~(4) Within practical limits, references supplied by the candidate, and other references supplied by the initial references, if any, to determine whether the candidate has exhibited behavior incompatible with the position sought.~~
  - ~~(5) The candidate's present neighborhood and, where practicable, neighborhoods where the candidate may have previously resided, to determine whether the candidate has exhibited behavior incompatible with the position sought.~~
  - ~~—— (6) The candidate's credit records, to determine credit standing with lenders as an indication of the candidate's dependability and integrity.~~
  - ~~(7) When appropriate, military records in the service of the United States, jurisdictions therein, or foreign government, to determine the quality of the candidate's service.~~

**1-6. Written Evaluation Required:** The results of the investigation must be reduced to writing and made available to the department head for the purpose of evaluation to determine whether the candidate is suitable. The official documents obtained during the course of the background investigation shall be retained in the candidate's background investigation file. The results shall be retained by the jurisdiction as a source of authenticated information on personnel for present and successive administrators.

**1-7. Relationship to Medical and Psychological Examinations:** Pursuant to the provisions of the Americans with Disabilities Act and the California Fair Employment and Housing Act, employers may not make medical inquiries or impose any medical and/or psychological testing of a candidate prior to extending a conditional offer of employment. For a job offer to be considered bona fide, all non-medical information should be gathered at the pre-offer stage, unless doing so is practically or legally unreasonable. Subsequent to a conditional offer of employment and provided that the confidentiality provisions of state and federal law are observed, the background investigator, examining physician, and/or examining psychologist can and should work cooperatively to ensure that each has complete information upon which to make their respective assessment of the candidate.

Historical Note:

Procedure C-1 was adopted and incorporated by reference into Commission Regulation 1002 on April 26, 1982, amended effective May 23, 1997 and September 21, 2005.

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